



SUPERIOR COURT OF CALIFORNIA, COUNTY OF MENDOCINO

EMPLOYMENT OPPORTUNITY

ACCOUNTING SPECIALIST I Half Time – 20 hours a week – Pro-rated Benefits

\$ 1,112 - \$1,352 SALARY/MONTH

Final Filing Date: May 15, 2006 at 5:00 PM Deadline - NO Postmarks Accepted.

Position Overview: Performs work of routine difficulty involving processing payments, distributing and/or processing forms, balancing cash drawer, processing accounts receivable checks, makes daily bank deposits, researches and corrects errors.

Essential Duties and Qualifications: To perform this job successfully, an individual must be able to perform each essential job satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Some of the Essential Duties: monitors and maintains appropriations by retrieving invoices/statements, entering pertinent information and reconciling with audit information; tracks budget expenditures and/or various program statistics by developing and maintains related filing systems and makes journal entries, costs and balances accounts receivable, prepares reports, apportions funds, prepares entries and reconciles with general ledger, audits payables, claims, purchase orders and/or invoices, types letters, memos, charts, labels, reports, purchase orders, requisitions, forms or other correspondence. Knowledge of: policies and procedures, codes, ordinances and departmental operating standards, principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws; basic principles and practices of accounting, record keeping, report preparations, filing methods and records management techniques. Ability to: read and comprehend instructions, routine correspondence and memos; understand and carry out oral and written instructions, establish and maintain effective working relationships, deal with problems involving several concrete variables in standardized situations, spreadsheet usage, data-base knowledge, word processing.

Education and Experience: A High school diploma or GED and six months to one year of progressively responsible related experience performing routine accounting functions or any combination of education and experience which provides the required knowledge skills, and ability to perform the essential functions of the job.

Physical Requirements: Must be able to lift/carry/push/pull objects up to 20 lbs, ascend/descend stairs, sit/stand for long periods of time, bend, stretch, twist and reach.

Licenses and Certifications: Valid California Driver's License

Union Representation: Membership with, or Fee Payer to, the SEIU, Local 707 is a condition of employment with the Superior Court. Union information will be provided upon hire.

Background Investigations: Positions in the Courts will be subject to background and financial investigations that include Livescan fingerprinting and drug testing.

Selection Procedures: All applications will be reviewed with those judged most qualified progressing further into the selection process. Based on the number of qualified candidates, a written exam, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form will be administered. A passing mark of 70 must be attained for placement on the employment list. Special Testing arrangements may be made to accommodate disabilities or religious convictions. Phone Superior Court Human Resources at (707) 463-4285 to discuss needed arrangements.

24 Hour Job Line

(707) 467-2544

Phone: (707) 463-4285

www.mendocino.courts.ca.gov

APPLY TO: Superior Court Human Resources
County of Mendocino

100 North State Street, Room 303

Ukiah, California 95482

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER